

2012

## Faculty Senate Executive Committee and Joint Academic Steering Committee: Proposal for a Revised New Program Review Process.

University of Rhode Island Faculty Senate

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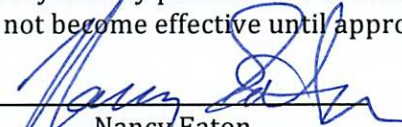
Serial Number #11-12--25

TO: President David Dooley

FROM: Nancy Eaton, Chairperson of the Faculty Senate

1. The attached BILL titled, Faculty Senate Executive Committee and Joint Academic Steering Committee: Proposal for a Revised New Program Review Process, is forwarded for your consideration.
2. This BILL was adopted by vote of the Faculty Senate on May 10, 2012.
3. After considering this bill, will you please indicate your approval or disapproval. Return the original or forward it to the Board of Governors, completing the appropriate endorsement below.
4. In accordance with Section 10, paragraph 4 of the Senate's By-Laws, this bill will become effective May 31, 2012, three weeks after Senate approval, unless: (1) specific dates for implementation are written into the bill; (2) you return it disapproved; (3) you forward it to the Board of Governors for their approval; or (4) the University Faculty petitions for a referendum. If the bill is forwarded to the Board of Governors, it will not become effective until approved by the Board.

May 14, 2012  
(date)

  
Nancy Eaton  
Chairperson of the Faculty Senate

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ENDORSEMENT

TO: Chairperson of the Faculty Senate

FROM: President of the University

Returned.

a. Approved ☒.

b. Approved subject to final approval by Board of Governors \_\_\_\_.

c. Disapproved \_\_\_\_.

6.7.12  
(date)

  
President

# **FACULTY SENATE EXECUTIVE COMMITTEE AND JOINT ACADEMIC STEERING COMMITTEE**

## **Proposal for a Revised New Program Review Process April 30, 2012**

### **Background**

The Joint Committee for Academic Planning (JCAP) and the Faculty Senate Executive Committee (FSEC) identified the need for improvement of University Manual language with respect to the approval process of new academic programs. We have made changes and are asking for a vote of approval by the Faculty Senate at the May 10, 2012 meeting. This process is to be implemented this summer for any proposal being evaluated by the appropriate coordinating and review committee starting fall 2012.

The Recommendation contains the 'marked-up' copy of the language, with strike-outs of deleted wording and highlighted sections of additions.

In addition to cleaning of language and insuring the connectivity to regulations of the RI Board of Governors for Higher Education, there are two major changes:

1. Prior to development of the complete proposal, there is a pre-proposal step in which the proposer will complete a brief form describing the program and its connectivity to the University Mission and Academic Plan. This will be provided to JCAP for evaluation and advice.

Rationale: Previously, any consideration of a proposal by a similar body was well after the proposal was complete and through the college, raising concern that much work would have been done on a proposal that was not connected to the Mission and Plan.

2. Needed approved steps are moved earlier in the process, while the proposal is at the college level. This includes requirements for student learning assessment, library impact, outside department impact and budget creation and evaluation.

Rationale: Original language predated some of these current requirements. In addition, moving previously included requirements earlier in the process allows colleges to better evaluate the proposal before vote.

A corresponding flow diagram with the steps will be uploaded to the Faculty Senate website by May 30, 2012.

Note: In the coming academic year, language regarding Centers (8.90) will be reviewed for needed revision.



## Recommendation

### Proposal for University Manual Language Changes New Program Proposal Process

Strike-outs of old language and New Language in Yellow

## Chapter 8 - Regulations for Students

### Part III - Procedure for Approval and Review of Courses, Programs and other Academic Ventures

Part III contains rules and regulations governing procedures for the approval of courses, programs, centers, institutes and bureaus, and procedures for review of new programs and for periodic review of existing programs.

#### Programs

8.85.10 New Programs. In this section the term "program" shall be understood to include any curriculum or University sponsored activity requiring the assignment of one or more faculty to serve in a teaching, research, or service capacity and intended to result in the conferral of a certificate or other credential or of an undergraduate or graduate degree. ~~It also covers centers, including partnerships, bureaus, institutes, and similar entities.~~ *Section 8.90 covers the review and approval of centers, including partnerships, bureaus, institutes, and similar entities.*

8.85.11 A coordinating and review committee *(see 8.85.12)* shall be responsible for receiving a proposal for a new program, for notifying the appropriate units of the University of the proposal, ~~for requesting Budget Office financial review of the proposal,~~ for calling for comment on the proposal, for setting deadlines for receipt of comment, for evaluating the proposed program, for insuring that all required information is included or appended to the proposal, and for forwarding the proposal, or a revised version of the proposal, with its report and recommendations, to the Faculty Senate for subsequent action. In its report to the Senate, the coordinating and review committee shall indicate whether it recommends approval or disapproval of the proposal and shall *may* recommend a ranking of the proposal according to categories described in 8.85.30.

*8.85.12* ~~8.85.17~~ Normally, the Curricular Affairs Committee, the Graduate Council, and the Council for Research shall serve as the coordinating and review committee respectively for proposals for new undergraduate degree programs, for new graduate degree programs, and for new centers, including partnerships, bureaus and institutes. If questions arise as to the appropriate committee to serve as the coordinating and review committee for a proposal for a new program, the Faculty Senate Executive Committee shall determine which committee has responsibility. The Executive Committee may establish or recommend establishing a special committee to serve as the coordinating and review committee for a proposal.



8.85.13 8.85.12 Proposals shall be prepared using formats *and criteria* specified by the *Rhode Island* Board of Governors *for Higher Education* and kept on file in the office of the Provost and Vice President for Academic Affairs.

8.85.14 8.85.13 A proposal submitted to the coordinating and review committee (section 8.85.11) shall have included the following steps:

*Step 1: Prior to developing a complete proposal for a new academic program, a brief pre-proposal form describing the program and its likelihood of success, centrality to the mission of the university and consistency with the Academic Plan, shall be completed by the proposer(s). It will be provided by the proposer(s), department chair(s) (if applicable) and academic dean(s) to the Joint Committee on Academic Planning (JCAP) for review. If the program is not consistent with the Academic Plan, the proposer(s) will be urged to reconsider the idea and may submit a revised pre-proposal. All communications between JCAP and proposer(s) will be copied to the appropriate coordinating and review committee. While JCAP endorsement is not required for the proposer(s) to continue development of the complete proposal, it is strongly recommended.*

*Step 2: While the complete proposal is being developed within the college, the proposer(s) shall seek consultation with the Office of Student Learning Outcomes Assessment and Accreditation (SLOAA) in preparation of its plan for student learning assessment and thereafter obtain approval by the Learning Outcomes Oversight Committee (LOOC) of its plan. The proposer(s) shall also obtain a library impact statement following proper review by the University Libraries and seek written comment from other university departments and programs perceived impacted by the proposal. After the library impact statement and comment from other departments are obtained, the proposer(s) shall complete the budget analysis using the approved RIBGHE forms (<http://www.ribghe.org/publicreg.htm>). Review and verification by the Budget and Financial Planning Office is required.*

*Step 3: Following completion of the above steps, the proposal submitted by a college shall have been approved in accordance with the college's established procedures and with approval of the Dean, before submission to the coordinating and review committee. If more than one college is proposing the new program, approval must be obtained from each prior to submission to the coordinating and review committee.*

8.85.15 8.85.14 The coordinating and review committee shall insure that all departments, colleges, or other units directly *potentially* involved or affected by a proposal for a new program, including the ~~Joint Educational Policy Committee~~ and the Council of Deans, are informed of the proposal and are given time to comment or otherwise respond. Unless otherwise sanctioned by a special act of the Faculty Senate, the coordinating and review committee shall allow at least thirty (30) and no more than forty-five (45) calendar days for responses after public notification.

8.85.16 8.85.15 Unless an extension of up to thirty (30) calendar days has been authorized by the Faculty Senate Executive Committee, the coordinating and review committee shall submit its report on the proposal to the Faculty Senate for action no later than thirty (30) calendar days after the deadline set for receipt of responses on a proposal. If a report has not been submitted within the specified time, the proposal may be submitted directly to the Faculty Senate for action.



**8.85.17** 8.85.16 The coordinating and review committee may require changes in the format of and may recommend substantive changes in a proposal before forwarding it to the Senate for action. The coordinating and review committee shall make comments submitted in response to a proposal available for inspection, indicating in its forwarding report to the Senate the persons and/or groups who have submitted comments and where the comments are on file and available for review.

8.85.20 Evaluation Criteria. In conducting their review, the coordinating and review committee shall evaluate the proposed program primarily according to the following criteria, listed in order of importance and explained in more detail in the Manual sections indicated: centrality of the program to the mission of the University of Rhode Island (8.85.21); extent to which the program would contribute to the University's fulfillment of its teaching, research and service responsibilities, (8.85.22); relationship of the program to the developmental plans of the University (8.85.23); projected cost effectiveness considerations (8.85.24).

8.85.21 The first criterion--centrality to the mission of the University of Rhode Island--is of major importance. The mission of the University of Rhode Island is embodied in its name and consists of two components -- one being those responsibilities that distinguish it as a University (not a state or community college or technical institute) and the other being those local and regional concerns that derive from its being "of Rhode Island." A program is considered as being central to the mission of this University as an institution of higher learning to the extent it fulfills both aspects of the University's mission. ~~A program shall be considered appropriate to the mission of U.R.I. as a University to the extent to which it fits one of the following descriptions:~~

~~a. the program constitutes a theoretical pursuit;~~

~~b. the program contains many aspects of practical application, but these aspects require a strong theoretical foundation (e.g. certain professional programs, applied fine arts, etc.);~~

~~c. the program provides some general skills needed for students to be able to engage in theoretical pursuits or to understand the theoretical foundations of practical aspects of other programs. Taking into consideration the present situation within higher education, a university must, in this context, also provide skills which are judged by some to be remedial in nature.~~

~~A program may be considered appropriate to the mission of U.R.I. as an institution of higher learning of Rhode Island to the extent it fits one of the following descriptions.~~

~~a. the program is of general or universal interest or applicability—one that typically exists at all quality universities;~~

~~b. the program is in keeping with the mission of a land grant institution (e.g. agricultural experiment station, cooperative extension program);~~

~~c. the program has special regional or local relevance because of its relationship to social/demographic characteristics of the geographical area, unique collaborative~~



opportunities with institutions or organizations in the area, or present and projected employment opportunities or needs of the area.

8.85.22 A second criterion of major importance is the extent to which the program contributes to the University's fulfillment of its three main responsibilities: to provide the opportunity for education at the undergraduate, graduate, and postgraduate levels; to conduct research and other scholarly and creative activities; and to serve the people of the state by making knowledge, information, and expertise available to individuals, to other educational organizations, and to business, industry, and government. It is envisioned that review of a program with respect to this criterion will be the most time-consuming and thoroughgoing component of the review process. In carrying out this aspect of its task, the subcommittee reviewing an identified program shall interview faculty, students and staff involved in the program, program directors, department chairpersons, and the appropriate dean. The committee shall examine the record of opportunities and accomplishments that derive from the program including examination of the following:

- a. What opportunities does the program make available which are not otherwise available to the people of the state?
- b. How does program effectiveness measure up based on national reputation, peer evaluation, accreditation reviews, and test scores of program graduates on licensing exams, graduate record exams, etc.?
- c. How much research support is obtained by faculty associated with the program? What is the quality and quantity of scholarly activity, both sponsored and unsponsored, in terms of national reputation and other measures?
- d. What special University, community, state services are provided by faculty or students associated with the program?

8.85.23 A third criterion of major importance is the relationship of the program to developmental plans (e.g., *Academic Plan*) of the University. Is the program inside or outside the areas where greater emphasis is envisioned?

8.85.24 A fourth set of criteria related to cost/effectiveness considerations, of less importance than the three defined in paragraphs 8.85.21-23, shall include the following:

- a. How **is** does the program **projected to** compare with others based on cost/revenue relationships (overall cost and income and per student)?
- b. How **is** does the program **projected to** compare with others based on numbers of students served (majors, etc.)?
- c. How **is** does the program **projected to** compare with others considering student-faculty ratio?
- d. How **is** does the program **projected to** compare with others in terms of employment opportunities and actual placement of graduates?



e. Are there special facilities or equipment needed or uniquely available for the program?

This set of criteria shall be applied uniformly to all programs as far as such criteria are relevant.

8.85.30 Classification of Programs for which funding is required. When new programs are approved by the Faculty Senate, approval may be classified as follows: approval Class A will mean that the program is deemed to be of such merit as to justify the recommendation of the immediate allocation of funds for its implementation; approval Class B would recommend that proposed new programs compete for resources on an equal basis with all other University activities; approval Class C would recommend funding of the proposed new program should additional funds be made available to the University. [#05-06--21](#)

8.85.31 Programs for which no new funding is required. When the proponents of a new program, including a certificate program, assert that the new venture can be administered entirely with existing funds, the proposal shall include follow all procedures outlined in sections 8.85.13 – 8.85.17, additionally including a five-year plan demonstrating that existing funds are sufficient for carrying the program. Prior to that plan being presented to the Faculty Senate Curricular Affairs Committee or the Graduate Council, it shall be reviewed and approved by the appropriate department(s) and college(s) whose participation is necessary for the program to be offered successfully. The plan shall also include a Budget and Financial Planning Office review. No classification under 8.85.30 is required. [#05-06--21](#)

#### Centers, Institutes, Bureaus and Partnerships

8.90.10 Centers, Including Institutes, Bureaus, and Partnerships are officially recognized academic organizational and administrative units that shall be chartered to provide interdisciplinary coordination either within a college or across college lines directed at an issue beyond the scope of a single discipline. They may comprise many different disciplines or they may be single discipline based with secondary emphasis on contributing disciplines. The principal function shall be generally research oriented; however, in some instances, their missions may include instruction and/or service as components of equal importance. The facilities of a center need not be located in one location. A center shall be considered an individual entity and not tied to the demise or expansion of other centers.

8.90.11 Partnerships are centers (see 8.90.10) specifically designed and organized to be significantly broad in scale, for example by involving several disciplines across departmental and college lines, and are expected to be ultimately self supporting. Partnerships may cooperate with or involve extra-university entities or organizations in their activities. The term partnership may, but need not, be used in the organizational name of such a unit.

8.90.12 Individuals or groups at the University, who are not members of, or affiliated with, a Partnership, Center, Institute or Bureau, will have the same opportunities to conduct research and engage in creative activity, to obtain release time for such research or creative activity, and to have access to funding or other forms of support as may be available to members of such Partnerships, Centers, Institutes of Bureaus. Non-affiliation with a Partnership, Center, etc. will not be regarded negatively in



applications for promotion or tenure.

8.90.18 Centers are nontraditional academic units and as such are subject to policies and procedures specified by the Rhode Island Board of Governors for Higher Education regulations regarding academic change.

8.90.20 Procedures for the Establishment of Centers. Proposals for all centers, including institutes, bureaus and partnerships shall originate with faculty representing the disciplines concerned. A proposal for the creation of a center, institute, bureau, or partnership, shall include an explanation of its goals and rationale, a description of its proposed administrative and staffing structure, a specific description of its relationship to other appropriate units of the University, a budget with personnel and space requirements, as well as amounts and sources of seed money. In addition, procedures for the termination of the center or assumption of full fiscal responsibilities by the University shall be included in the proposal.

8.90.21 Temporary Authorization for Centers. Centers, including institutes, bureaus, and partnerships, may be authorized to operate for an initial three-year period by the Provost and Vice President for Academic Affairs of the University who shall make the decision in consultation with the Vice Provost for Graduate Studies, Research and Outreach, the Council for Research, the Dean(s) of the faculty associated with the proposed center, and the Chairs of the faculty members associated with the proposed center, who will have brought the proposal to the department as a whole for their recommendations. The Council for Research will review proposals for temporary partnerships and make recommendations to the Provost based on the potential for intellectual contributions, utilization of undergraduate and graduate students, interdepartmental or intercollege involvement, and external funding. Each new temporary partnership will receive support from the university only during its initial three years. #02-03--14 [http://www.uri.edu/facsen/partnerships\\_review.html](http://www.uri.edu/facsen/partnerships_review.html)

8.90.22 Continuing Authorization for Centers. Continuing authorization to operate centers, institutes, bureaus, or partnerships, including authorization to operate after an initial three-year period described in 8.90.21, shall be subject to review by units and departments involved in the center as well as review by the colleges of the involved departments during their third year. Following college review, proposals shall be forwarded with departmental and college recommendations to the Council for Research for consideration (see 8.85.12). The Council shall recommend to the Faculty Senate action on center proposals based on program quality, research, outreach, or educational activities, involvement of undergraduate and graduate students, interdepartmental or intercollege connections, and potential for continued external funding, as appropriate for the mission and goals of the center. #02-03--14 [http://www.uri.edu/facsen/partnerships\\_review.html](http://www.uri.edu/facsen/partnerships_review.html)

8.90.30 Review. Once granted continuing status, centers, including institutes, bureaus, and partnerships, shall be reviewed every four years by the Council for Research who shall submit recommendations, including recommendations for further continuation or dissolution, to the Faculty Senate based on overall program quality, research, outreach, or educational contributions, financial support of student involvement, interdepartmental or intercollege involvement, and continued external funding, as appropriate for the mission and goals of the center. #02-03--14 [http://www.uri.edu/facsen/partnerships\\_review.html](http://www.uri.edu/facsen/partnerships_review.html), #09-10--16 [http://www.uri.edu/facsen/CFR\\_Centers\\_Jan10.pdf](http://www.uri.edu/facsen/CFR_Centers_Jan10.pdf)



**8.90.40 Faculty Evaluation.** At the discretion of the faculty member involved, any scholarship, teaching, or service activities carried out by a faculty member under the aegis of a center, institute, bureau, or partnership can be used in the evaluation of the faculty member for tenure, promotion, and considerations of merit.